

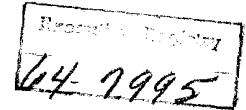
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 PHONE: CAPITOL 4-3121, EXT. 5241

CONGRESS OF THE UNITED STATES
 JOINT COMMITTEE ON PRINTING
 WASHINGTON

ADDRESS ONLY
 CHAIRMAN, JOINT COMMITTEE ON PRINTING
 CARE OF U.S. SENATE P.O.
 WASHINGTON 25, D.C.

December 4, 1964



My dear Sir:

On April 10, 1962 the Joint Committee on Printing initiated a program which led to the establishment of a working committee now known as the Federal Electronic Printing Committee. This committee has embarked on a program to reduce the costs of printing and increase the readability of printed materials emanating from the automatic data processing systems of Federal agencies. The initial phase of this program has resulted in the award of a contract for the construction and installation of a high-speed, high-quality electronic composition system in the Government Printing Office.

The system to be installed will require coordination among affected Federal agencies, and coordination within each of those agencies, to a degree thus far unprecedented in the history of the Federal printing program. Problems common to all agencies must be resolved on a common basis to achieve the significant benefits now known to be achievable.

In order to obtain optimum benefit from this program it is particularly important for each agency to develop a knowledge of the system and its ramifications at all affected organizational levels. It is suggested that you may wish to assign the responsibility for coordinating elements of this program within your agency to a high level official. In addition to printing and publications, the functional areas involved will include systems analysts, computer programmers, and representatives of substantive activities for which the data is published.

I will appreciate being advised as to the name of the official in your agency who may be assigned this responsibility in order that related questions of policy may be discussed with him when considered necessary by the Joint Committee on Printing.

It is emphasized that the personnel who work on agency implementation of the internal phases of this program must be technically competent and receive full agency cooperation. The Joint Committee on Printing appreciates the participation of [redacted] of your agency as a member of the Federal Electronic Printing Committee and will be pleased for him to continue in this important work.

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Very truly yours,

Carl Hayden
 Chairman

The Director of Central Intelligence
 Central Intelligence Agency
 Washington, D. C.

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TO	NAME AND ADDRESS		DATE	INITIALS	
1	Legislative Counsel 7D01			<i>[Handwritten initials]</i>	
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3	<i>Jt. Com. on Prtg.</i>				
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ACTION		DIRECT REPLY		PREPARE REPLY	
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